



The Defense Civilian Personnel Data System



DCPDS

In 1999, the Department of Defense began using a new, state-of-the-art, Human Resources (HR) information system to process personnel actions and maintain workforce data.

The Defense Civilian Personnel Data System (DCPDS) capitalizes on the capabilities of new technology to improve and simplify:

- ☐ *Processing personnel actions;*
- ☐ *Accessing civilian workforce information; and*
- ☐ *Delivering civilian personnel services.*

Designed to be a single information system for all DoD civilian employees, the DCPDS supports appropriated fund, non-appropriated fund, and local national civilian personnel operations.

It replaced a number of personnel information systems and applications previously in use across DoD, including the current Defense Civilian Personnel Data System (also known as the legacy DCPDS) and some of the Personnel Process Improvement (PPI) Suite tools.

The critical functionality of the replaced systems remains, but now resides in a more advanced, robust system that better supports our business needs.

The DCPDS matches new technology with business needs. It provides a better tool to do the job.

The DCPDS

A Better Tool To Succeed In A Regionalized Environment

Civilian personnel operations across DoD have consolidated and regionalized to provide more cost-effective delivery of services. The DCPDS supports regionalization of services by quickly and efficiently flowing data across organizations and geographic locations. The system operates via a network environment (client-server, multi-tiered, distributed data platform in an open-systems environment). At the core is a relational database. The DCPDS significantly improves the flow of, and access to, up-to-date information for managers and personnel professionals.

- ❑ Personnel actions are electronically routed, and easily tracked, between:
 - Manager desktops;
 - Local personnel offices; and
 - Regional personnel service centers.
- ❑ Personnel information for civilian employees flows to Component regional databases that link to a central DoD database (from which aggregated Component and DoD information can be extracted).
- ❑ Managers and personnelists can access up-to-date information -- ranging from individual queries to summary workforce reports -- from their desktop computers.
- ❑ Information flows to outside organizations, via interfaces, for such purposes as payroll and centralized reporting (e.g., DFAS, OPM).
- ❑ Redundant and unnecessary processes (e.g., duplicate data input) are eliminated.

Decision

Do you wish to route the Request for Personnel Action now?

Cancel No Yes

Routing

RoutingTo

☒ Select Routing List

☐ Select Person

☐ Select Groupbox

☐ Save and Hold in Personal Inbox

☐ Update HR

☐ Print Notification

Printer

☐ Interim Approval

☐ Approval

Cancel OK

Personnel actions are electronically routed.

A Better Tool For Managers

Without leaving their desks, managers are able to easily, electronically:

- ❑ Initiate personnel actions and send them to the servicing personnel office.
- ❑ View authorized information about the positions and employees they supervise.
- ❑ Track the status of personnel actions.
- ❑ Create, modify, and update position management and classification information.
- ❑ Initiate training requests for employees.
- ❑ Retrieve information for their organizations and print reports, either through numerous standard reports or through other query tools.

Request for Personnel Action - Routing History

Action History

User Name	Full User Name	Action Taken	Approved	Interim	Initiator	Authorizer	Approver

Request for Personnel Action - Routing History

Routing History

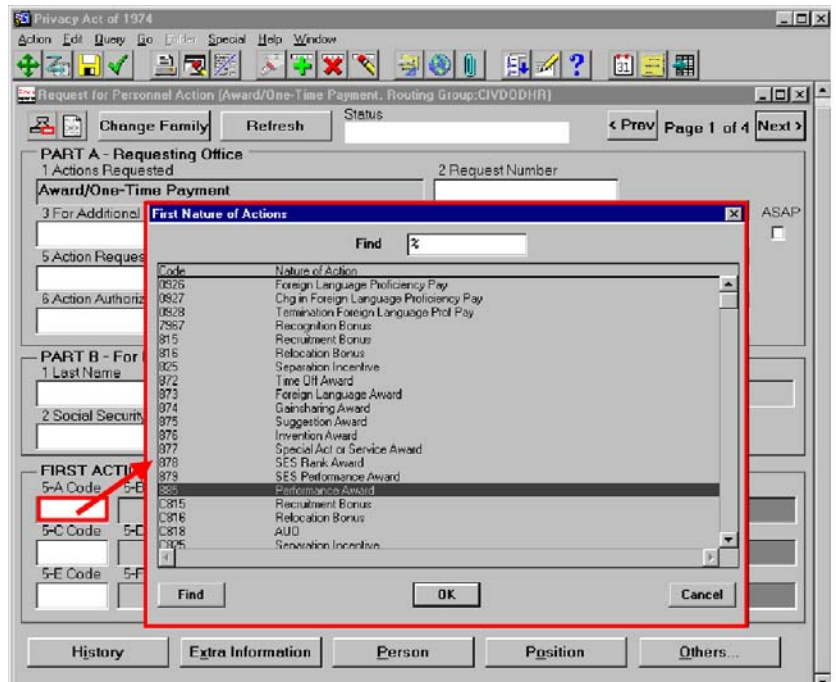
Username	Groupbox Name	Routing List Name	Seq.	Date Notification Sent	Family Award

Managers are able to track the status of personnel actions for employees they supervise.

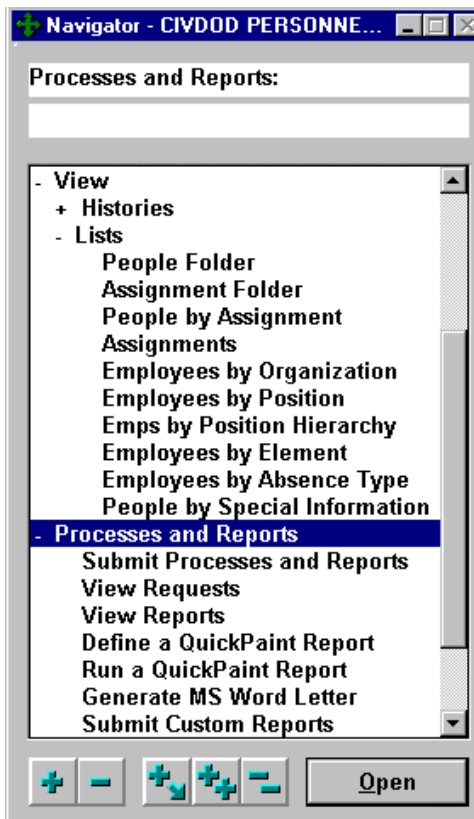
A Better Tool For Personnelists

The DCPDS:

- ❑ Is easier to use. It features a standard Windows format with easy point-and-click maneuvering. Words, pick-lists, edits, and on-line help replace the codes, manual table look-ups, and guess-work of the legacy DCPDS.
- ❑ Reduces duplicative data-entry and redundant operations. With its relational database, data already input flows and displays wherever it is used, and multiple systems update automatically.
- ❑ Reduces reliance on paperwork. Electronic routing and instant on-line access to up-to-date information are important features of the DCPDS.
- ❑ Reduces inquiries from managers about the status of actions and requests for employee information and reports (because managers can get the information directly).



Pop-up menus with "Lists of Values" to pick from simplify data-entry. In the example above, the List of Values displayed are Nature of Action Codes.



The Navigator Window provides access to processes and reports to support organizational decision-making and reporting requirements.

A Better Tool For DoD Organizations

As a single source of HR information, the DCPDS is a powerful tool for DoD installations, Component headquarters, and the Department overall. Its reporting tools:

- ❑ Support organizational decision-making and reporting requirements.
- ❑ Provide up-to-date workforce data -- organization-specific or DoD aggregate.
- ❑ Reduce the need for time-intensive "data calls" and "data roll-ups."

A Better Tool For Employees

Employee advantages from the features of the DCPDS include:

- ❑ Quicker response to many inquiries.
- ❑ Potential for direct access to personal data.
- ❑ Future ability to update some personal data.

Frequently Asked Questions

When was the DCPDS scheduled for use?

- ❑ Fall/Winter 1999
 - Army Civilian Personnel Operations Center (CPOC) at Ft. Richardson, AK
 - Navy Human Resource Service Center (HRSC) at Silverdale, WA
 - Air Force Personnel Center (AFPC) at Randolph AFB, TX (McChord AFB, WA and Charleston AFB, SC)
- ❑ Fall 2000
 - Army Civilian Personnel Operations Center (CPOC) at Rock Island, IL
 - Army Civilian Personnel Operations Center (CPOC) at Fort Riley, KS
 - Air Force Personnel Center (AFPC) at Randolph AFB, TX (F.E. Warren AFB, WY, Dobbins AFB, GA, and Holloman AFB, NM)
- ❑ Fiscal Year 2002
 - All other DoD personnel offices (deployment schedule available on the CPMS webpage)

* Initial deployment was to three regions (sites listed above) for Operational Test and Evaluation (OT&E). Following the successful completion of OT&E and system certification, the system is being deployed to all remaining DoD personnel offices. Deployment to the remaining regions was completed in September 2002.

Who developed the DCPDS?

There were many people working together to develop the DCPDS.

- ❑ **The Defense Civilian Personnel Management Service (CPMS), Regionalization and Systems Modernization Division (Reg/Mod)** is the program management office responsible for ensuring the system is developed to meet the functional performance requirements of the personnel community and DoD. The DoD personnel specialists in CPMS Reg/Mod are the “functional developers” who worked with technical experts to develop, test, and deploy the system.
- ❑ **Lockheed Martin Systems Integration (LMSI)** provides contractor support for the operation, deployment, maintenance, and sustainment of the DCPDS. LMSI staff are the technical experts who work with CPMS Reg/Mod in deploying the system at all DoD sites. They support operations through on-site and remote systems administration and monitoring; maintenance of the system through resolution of problem reports; operation of a 24/7 help desk; and sustainment of the system through the development, integration and application of system improvements.

- ❑ **Oracle Human Resources** is the core commercial off-the-shelf product used to develop the DCPDS. Oracle Corporation technical experts -- who are concurrently developing Oracle HR for other Federal government clients -- worked with the LMSI and CPMS Reg/Mod to customize the product to meet DoD and Federal requirements.
- ❑ **Military Departments and Defense Agencies (Components)** were actively involved in defining system requirements and testing. Their involvement continues with training users and assisting in the deployment of the DCPDS.

How did the system developers understand our needs?

Personnel specialists and personnel systems specialists from across DoD were involved from the very beginning of the development effort. An Executive Committee of Component principals and the Component Program Managers for Regionalization and Systems Modernization met monthly with CPMS to discuss development status and issues. Many additional Component representatives were involved in defining specific functional requirements and testing the system.

How was the system being tested?

Each unit of software was tested individually to ensure it performed as required. Next, there was integration testing, to ensure that all pieces performed together as required. Then, before deployment, the entire system was tested in a simulation environment, on the same platform and network system that was used in the field. Transactions, reports, and interfaces were all carefully tested. Personnel specialists from across DoD were involved in testing.

Finally, the system was tested in an operating environment at three regional human resources service centers. These are the three OT&E sites -- Army CPOC at Ft. Richardson, AK; Navy HRSC at Silverdale, WA; and AFPC at Randolph AFB, TX. After OT&E was completed, the system was certified for deployment to all remaining regions.

How were users trained?

Users received hands-on training before the new system was deployed to their office. CPMS Reg/Mod developed a user guide and training materials, and conducted Train-the-Trainer workshops for Component trainers. Component trainers conducted user training and assisted new users on-the-job. In addition to training and user guides, the DCPDS had on-line help to provide user assistance during system operation.

You can find out more by contacting the:

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